User Guide
To Workstation Adjustment
Daily Routine

Posture

Adjust seat height until forearms horizontal

Elbows should be approximate right angle

The wrists should be in a relaxed neutral position

Adjust the chair back height for good lumbar support

Adjust the chair back rake for comfort and upright posture

Sit back in the chair and ensure proper lower back support

Do no not slouch shoulders

Place your feet flat to the floor or on a footrest

Allow rest periods in between keying

The keyboard should be approximately 5-10cm from the edge of the desk

Visual

Ensure viewing angle is slightly downward

Adjust screen distance to suit (approximately arm's length)

Adjust screen angle to suit sitting height

If possible the screen should be directly in front of you

Ensure no glare or reflections

Adjust brightness and contrast to your personal preference

Try and avoid strong/dark background colours

Make sure you vary your viewing distance over the day

Position documents so they minimize head/neck movement

Position documents at the same viewing distance as the screen where possible

Organisational

Desk as clear as possible space not impeded

Position other equipment within reach

Rest arms, wrists and shoulders whenever work routine allows

Avoid being static for too long

Do other tasks to break up DSE work

Other devices

Keep periods of use to a minimum

Use templates that are user friendly

Use short cuts where possible

Don't use your mobile device whilst driving

NB: For information on laptop use please see the Safety, Health and Wellbeing A-Z resources at:

The same guidelines could be applied to your workstation at home